

HOUSING MANAGER

DEFINITION

To manage the activities and operations of the Housing Division within the Community Development Department, which includes developing affordable housing opportunities for the residents of the City; oversee various housing funds and grant monies; develop city-wide housing policies; oversee the five year update of the General Plan Housing Element and associated housing documents; work closely with members of the public and other city departments, the private sector, and other government agencies in the furtherance of City Housing Goals; to perform other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative supervision from the Assistant Director of Community Development.

Exercises direct supervision over assigned management, supervisory, professional, technical and clerical personnel.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; work in partnership with private and non-profit developers in the development of affordable housing projects.

Prepare, negotiate, review, and analyze complicated contracts, legal documents, financial information, and proposals relating to construction, rehabilitation, loan underwriting, compliance monitoring, and program requirements.

Assume responsibility for housing policies and plans mandated by federal and state law including the Consolidated Plan, Redevelopment Implementation Plan and the Housing Element of the General Plan.

Supervise staff in the administration and implementation of the federal CDBG and HOME programs, and Redevelopment Low and Moderate Housing Set-aside Funds.

Select, train, motivate, and evaluate assigned personnel; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Serve as the representative for the Housing Division to other divisions, departments, outside agencies and city-wide committees; represents the Housing Division and the City on various local, regional, and state boards and committees.

Prepare and deliver clear, concise, and informative public presentations to the City Council, various commissions, outside agencies, residents groups, lending institutions, and regional and state boards and committees as necessary.

Prepare and deliver training sessions to resident groups, lenders, non-profit organizations, real estate professionals, and other groups regarding housing programs and regulations.

Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Financial techniques for development and implementing affordable rental and for-sale housing, first-time homebuyer programs, acquisition and rehabilitation of rental properties, and owner-occupied housing rehabilitation programs.

Sources and uses of affordable housing funding programs including Redevelopment set-aside funds, Tax Exempt Bonds, Federal and State Low Income Housing Tax Credits, Housing Trust Funds HOME and CDBG.

Planning, land use principles, real estate development and permit processing procedures and related regulations.

Principals and practices of the management and administration of Housing programs, including the Community Development Block Grant Program, HOME and other affordable housing programs and related Local, State and Federal laws pertaining to affordable housing.

Principles and practices of organization, administration, budgeting and personnel management

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment.

Ability to:

Work with non-profit and for-profit affordable housing developers of affordable housing; analyze project financial data and make recommendations on requests for financial assistance to develop or rehabilitate housing developments.

Leverage local funds creatively, and seek funding partnerships.

Interpret and apply federal, state and local policies, laws, and regulations, as well as relevant legislations;

Analyze, assess, and address community needs related to affordable housing and recommended plans for modifying or extending service programs, and activities to meet community needs and requirements

Supervise, train and evaluate personnel.

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner. .

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible experience in the administration and implementation of affordable housing programs and activities.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, economics, business administration, or a closely related field.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at desk or stand for varying periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 30 pounds or less. See in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Primary work is performed indoors in an air-conditioned office environment with fluorescent lighting and moderate noise level. Some exposure to the external environment is required when performing duties in the course of work. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

6/05